

WILLIAM ELLIS SCHOOL – Helpful information for Year 10 students – June 2020

We have put together some information that will help you understand what your time in school will be like this term. Everyone’s safety and well-being is our utmost priority, this means that we have to have different arrangements for school. Within the restrictions placed on us, we have designed a plan for your learning that we think supports you as well as possible and recognises your efforts – we want you to feel reassured and make the most of your time in school. If anyone willingly does not follow these expectations, they will lose their break or lunch privileges and may not be able to continue to participate if they are jeopardising the health and safety of others.

| The start and the end of the day | |
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| What you can expect | What you must do |
| <p>We will welcome you into school via the side gate and DT entrance, where you will need to wash your hands. You will be met there by a teacher who will take you to the location of your first lesson. Although you should follow government guidance about wearing a mask on public transport, you do not need to wear a face covering or gloves at school – the main thing is maintaining good hygiene and a distance between you and other people. You will be able to come to school in your own clothes, so that they can be washed easily, and you can participate in a PE lesson without changing.</p> | <ul style="list-style-type: none"> • I will arrive at school before 10am each day and leave promptly by 2:45pm • I will wash my hands when I first arrive at school for at least 20 seconds. • I will resist a temptation to have physical contact with anyone around school. • I will come to school in clothing that can be easily washed and is suitable for PE. • I will follow government guidance about wearing a face covering on public transport. |

| Arrangements for lessons and equipment | |
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| What you can expect | What you must do |
| <p>Your first lesson at school will be a PE lesson, as we know that maintaining a healthy and active lifestyle is an important part of being able to work productively. After this, you will attend the online lessons for your subjects in school.</p> <p>During this time, your tutor and an English teacher will be available to support you one-to-one and reflect on your work. Most people will have one lesson slot when they do not have an online lesson when you will have a face-to-face English lesson. At the end of the day you will have a tutorial lesson.</p> <p>Classrooms have been set up with desks spaced apart from each other, which means that only a small number of students can be in each classroom – your tutor will explain to you where to go. If you are together as a whole form, this will either be in an outside space or in the main hall.</p> <p>Please look at the summary timetable on the letter to your families for more details.</p> | <ul style="list-style-type: none"> • I will follow staff instructions including being asked to clean frequently touched surfaces including computers, using standard products such as disposable cleaning wipes. • I will sit in the same seat in each room as directed by a teacher and avoid moving around the room or changing the layout. • I will bring my own equipment and won’t share equipment or resources. The equipment I will bring will include a pen and pencil, headphones for online lessons, and the work packs for the subjects on that day and for English. I will bring in any other work packs that my tutor asks me to. |

| Break and lunchtime | |
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| What you can expect | What you must do |
| <p>There is a canteen service of break and lunch and students eating at school will be charged a standard price for food – and food will be provided for those entitled to free school meals.</p> <p>Food will be provided in disposable packaging and with cutlery, and we are asking students and staff to eat their food outside. Students will be able to spend some time outside socialising but please do maintain good distance from each other.</p> | <ul style="list-style-type: none"> • When speaking to others I will ensure that I am not in a large group and standing a distance away from other people. • I will make sure that my lunch account is in credit if needed. • I will ensure that any food waste or rubbish is placed in a bin and not leave any mess on surfaces. |

| Hygiene, cleanliness and using the toilets | |
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| What you can expect | What you must do |
| <p>We will remind you and give you opportunities to wash your hands often, and also have a supply of tissues and wipes to keep equipment clean. Please make an extra effort to wash your hands thoroughly and frequently, before and after you eat, whenever you come in from outside. As you would normally do in school, please try to avoid using the toilets during lesson time.</p> | <ul style="list-style-type: none"> • I will clean my hands on entering the building and follow staff instructions on cleaning hands more often than usual. I understand I will be encouraged to regularly wash my hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. • I will only use the DT toilets designated for Year 10, unless directed otherwise by staff. • I will ensure that all litter is placed immediately in the bin. |

| Online learning | |
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| What you can expect | What you must do |
| <p>We are continuing online lessons, as these have been popular and helpful to students – they give you focus and routine and help you to understand the most important ideas in the packs you have been given. It is important that you continue to attend these during the days that you are in school and the days when you are not. On the day that you are in school, an English teacher or tutor may ask you to miss a small part of an online lesson to support you with literacy or go through your work – if this happens, let your teacher know by writing it in the chat.</p> <p>We have set up three rooms with computers – 30, 31 and 32 – with enough space between them. You do not need to bring your own laptop into school, but you should bring your own headphones to plug in so that you are not sharing with other people. There are other rooms on that corridor without computers for tutorial and English work.</p> | <ul style="list-style-type: none"> • I will participate fully and follow the behaviour code in the same way I would in a face to face lesson. • I will not be in a one to one video call with my teacher. • I have signed the Acceptable Use Policy and this still stands during this time. • If I have any concerns about behaviour during online learning sessions I will pass these on to my form tutor or another adult in the school that I trust. |

| Moving around the school | |
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| What you can expect | What you must do |
| <p>The main area for Year 10 is the first floor of the east wing of the building – where the Computing and Science rooms are. This part of the school is reserved for your use, while some key stage three pupils are on the west side of the building in Maths/Languages. You should not go in that part of the school.</p> <p>When you are moving in the corridors, there are signs to remind you to keep a distance from other people. You will be in small groups so there is no reason to be in a crowd and you should be able to move calmly.</p> <p>We will give you constant reminders about keeping a distance from others as we know that it can be difficult to remember. You can also help by reminding each other in a supportive way.</p> | <ul style="list-style-type: none"> • I will practise keeping a distance of 2 metres in line with the measures the government is asking everyone to adopt in public and in workplaces. • I will stay in the east wing of the school, and mainly the Computing and Science corridor, unless taken elsewhere by a member of staff. |

| Feeling ill and first aid | |
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| What you can expect | What you must do |
| <p>If you need first aid for a cut or graze, you should still ask a teacher or come to the main office. A first aider will help you but they will try to do so from a distance – for example giving you a plaster or antiseptic wipe for you to use yourself.</p> <p>If you feel unwell with any symptoms that are linked to coronavirus, please do let a teacher know who will help you. We will ask you to wait somewhere privately and call home so that you can leave school. We will have a discussion with your parents about monitoring your symptoms and the guidance about self-isolation.</p> | <ul style="list-style-type: none"> • I will ensure that if I or a member of my household has coronavirus symptoms, I do not attend school and that I will follow government guidance on self-isolating. • I will not tease or be flippant with other students about coronavirus symptoms or people being unwell. |